

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
CONFERENCE ROOM B**

THURSDAY, DECEMBER 19, 2013

3:00 PM

MINUTES

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Mark Hammond, Matt Hart, Mike Kirk, Dave Pepin (by phone), Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm; John Zaccaro (Partnership attorney)

Guests: Francis Archambault; Howard Kaufman, Managing Partner,
LeylandAlliance

1. Call to Order

Chair Tom Callahan called the meeting to order at 3:00 pm.

2. Approval of Minutes from November 7, 2013

Dave Pepin made a motion to approve the minutes from November 7, 2013.
Phil Barry seconded the motion. The motion passed.

3. Approval of 2014 Meeting Dates

The Committee approved the 2014 meeting dates as presented.

4. Recommendation to Board of Directors Review of Property Insurance

Mr. Callahan said that Francis Archambault had expressed interest in serving on the Partnership's Finance and Administration Committee. Mr. Callahan noted Mr. Archambault's long time service to the University of Connecticut, the Region 19 School Board, and the community.

Mr. Barry made a motion to recommend to the Partnership's Board of Directors that Mr. Archambault be appointed to the Finance and Administration Committee. Frank Vasington seconded the motion. The motion was approved.

5. Review of DRAFT FY2014-2015 Budget

The Committee reviewed the draft FY2014-2015 budget as presented by Executive Director Cynthia van Zelm.

The Committee asked Ms. van Zelm to explore additional revenue sources including reviewing any other models for downtowns through the CT Main Street program.

Harry Birkenruth suggested looking at a multi-year budget vis a vis the Partnership's Strategic Plan.

Ms. van Zelm said that LeylandAlliance would charge Partnership employees for parking at the garage and she will check on the amount per month.

Phil Barry made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Matt Hart seconded the motion. The motion was approved.

6. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hammond, Mr. Hart, Mr. Kirk, Mr. Pepin (by phone), Mr. Simpson, Mr. Vasington

Also Present: Mr. Archambault, Mr. Kaufman, Ms. van Zelm, Mr. Zaccaro

The Committee reconvened in regular Session.

7. Adjourn

The meeting adjourned at 5:40 pm.

Minutes taken by Cynthia van Zelm